

# **Configuring Eudora Pro 3.0**

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## **For Windows**

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CENTER NETWORK ENVIRONMENT

**Prepared By The Center Network Environment (CNE)**

# Configuring Eudora Pro 3.0 For Windows

These instructions assume that you have requested and received an account on a CNE POP server, registered to receive a copy of the commercial version of Qualcomm's Eudora Pro software (a.k.a. Eudora), and have downloaded a copy of Eudora on your local system.

## Introduction

Eudora Pro is the e-mail client recommended for Macintoshes and for PCs running Windows by NASA's Postmaster Working Group (PWG). NASA has purchased a site license of Eudora Pro and its documentation for use across the Agency.

Eudora Pro utilizes a series of specialized routines called the Post Office Protocols (POP) to access a POP mail server. This server is where e-mail messages are stored prior to being downloaded by a POP mail client. Once a connection is established between the client and the mail server, messages are downloaded to the e-mail client. Incoming e-mail is downloaded to your local machine, so that you may read these messages with the Eudora client.

Whenever a message is sent from within Eudora, the outgoing e-mail is uploaded by Eudora to a server using the Simple Mail Transfer Protocols (SMTP). It is from this server that e-mail is delivered to other network users.

POP and SMTP are both standardized protocols that have been in use across the Internet for years. It is the adoption of standards like these that make Eudora such a reliable and interoperable product.

## Installation

Once you have downloaded the Eudora client onto your PC, you will have a choice of installing the 16-bit version or the 32-bit version. The 32-bit version is for users of Windows 95/NT. Double click on the installer to bring the application and all of its settings up to the latest version.

*Note: You should run an installer if you have been using a previous version of Eudora in order to update ALL of the settings files!*

After running the Eudora installer, you will need to set up a few environmental parameters in order for it to work correctly. As previously stated, you *must* already have an account on a POP server in order to complete this information. Since Eudora downloads your mail to a local disk, you will need to make sure that you have plenty of disk space on your PC to hold all your mail files (5 Megabytes is usually sufficient).

## **Launching Eudora Pro**

To begin, enter the “Eudora” directory, then double-click on the “Eudora” icon to launch the program. If prompted for a password, just click on the **Cancel** button. Once the program has loaded, you will see seven menu items across the top of your screen:

File Edit Mailbox Message Transfer Special Tools Window Help

In order to set your e-mail environment settings, pull down the **Tools** menu, and click on the **Options...** setting. A window with a column of icons running down the left hand side will appear. The first setup screen will be **Getting Started**. You will notice that the **Getting Started** icon on the left of the **Options...** window is highlighted. As you proceed to make changes to your settings, simply highlight the icon on the left of the settings window to go to that configuration section.

Not all of the configuration options are used or need to be modified. Only those options requiring user input in order for the application to operate properly are detailed below. For the options which are not covered in the following paragraphs, a full discussion about them can be found in the Eudora User Manual.

## **Getting Started**

This section establishes an identity for the Eudora client to use when connecting to the mail server.

**POP Account:** In this space, you should fill in your account name on your POP server. This entry should consist of your login name, followed by the ‘@’ symbol and the fully qualified name of your POP server (e.g., nriviera@pop500.gsfc.nasa.gov). This is the account to which all of your mail will be sent (and from where Eudora will download your e-mail).

**Real Name:** The contents of this field will be placed in parenthesis after your return address on your outgoing mail. Generally, you would enter your full name (e.g., Dr. Nick A. Riviera).

**Connection Method:** Select Winsock (this is the default).

## **Personal Information**

This section obtains most of its information from the **Getting Started** section. The only area which needs to be edited is the **Return Address** field. Some people may wish to use their GSFC ERS address (or some other e-mail address) as their return address instead of their POP address.

**POP Account:** Filled in automatically from the **Getting Started** information above.

**Real Name:** Filled in automatically from the **Getting Started** information above.

**Return Address:** Fill in the e-mail address which you want to appear on the **From:** line in mail messages that you create. People will address your mail to be sent to this address, so it must be valid. This address can be the same one you entered in the **POP Account:** field above, or you can enter your E-Mail Reflector System (ERS) address. Entering your ERS address is the method preferred by the CNE.

An individual's ERS address is made from their actual name as it is found in the LISTS database. The address typically takes the form `firstname.mi.lastname.#@gsfc.nasa.gov` and should be entered in lower case letters (e.g., `nicolas.a.riveria.1@gsfc.nasa.gov`).

**Dialup Username:** This space should be left blank.

## Hosts

This section has only four fields of importance: **POP Account**, **SMTP**, **Ph**, and **Finger**. The **POP Account** information comes from the **Getting Started** section. The **SMTP** field can be left blank and it will default to the POP server (all of the CNE POP servers are SMTP hosts). If you are not using a CNE POP server, you may need to enter the name of an SMTP host in order for messages to be sent successfully.

**POP Account:** This blank is filled in automatically from the **Getting Started** information above.

**SMTP:** By leaving this line blank, Eudora assumes that the POP server upon which you have your account is also your SMTP server. If you use any of the CNE POP servers, this line should be left blank.

**Ph:** This line should read "ph.gsfc.nasa.gov" so that you can query the GSFC Ph server.

**Finger:** This line should read "x500.gsfc.nasa.gov" so that you can query the GSFC finger server.

## Checking Mail

This section defines how often Eudora will check for e-mail, how your e-mail is received, and how your password is handled.

**POP Account:** This blank is filled in automatically from the **Getting Started** information above.

**Check For Mail Every [?] Minutes:** This box should be checked if you want Eudora to automatically check for your e-mail. The [?] field needs to be filled in with a value greater than 15 minutes

**Skip Messages Over [?] K:** By checking this box, messages over the size

specified in the [?] field will be left on the server until you specifically request to download the rest of the message. Downloading the entire message may be achieved by clicking on the download icon (a downward pointing arrow) in the upper right hand of the message window.

**Leave On Server For [?] Days:** In accordance with the CNE policies, e-mail should not be left on the POP servers.

**Determine Last Unread Message By:** The radio button before **First Message Not Read By This Machine** should be marked.

**Delete From Server When Emptied From** should be left off (unchecked).

**Authentication:** The radio button before **Passwords** needs to be marked.

## Sending Mail

This section defines how Eudora sends your e-mail. It also defines some of the default configurations on newly created messages.

**Return Address:** This blank is filled in automatically from the **Getting Started** information above.

**Domain To Add To Unqualified Names:** This blank should contain the Goddard IP domain *gsfc.nasa.gov*.

**SMTP Server:** By leaving this line blank, Eudora assumes that the POP server upon which you have your account is also your SMTP server. If you use any of the CNE POP servers, this line should be left blank.

**Immediate Send:** When this box is checked, your e-mail will be sent once the "Send" box is clicked in the new message window. This setting overrides the setting **Send On Check**.

**Send On Check:** When this box is checked, your e-mail will be sent whenever Eudora check for e-mail (either automatically or manually).

**Default Stationery:** If you would like a particular message at a template for every message you send, select a default in this box.

**Default Signature:** If you would like a signature appended to every message you send, select a default in this box.

**Word Wrap:** If this option is on, Eudora automatically inserts a carriage return after the 76th character on a line.

**Keep Copies [Of Outgoing Mail]:** If this is on, copies of any outgoing e-mail are stored in the Out mailbox. If this is off, copies of any outgoing e-mail are stored in the Trash mailbox.

**May Use Quoted-Printable:** By turning on this option, Eudora sends messages with quoted-printable encoding in the message body (when applicable). In general, this option should be left on.

**Tabs In Body Of Message:** This allows the TAB key to be used within the body of the message.

## Attachments

This section defines how Eudora sends and receives attachments. MIME is the new standard that NASA wants all e-mail systems to be able to encode and decode.

**Encoding Method:** This should be set to MIME.

**Attachment Folder:** Clicking on this button will allow you to select or create a folder in which all of your attachments will be saved.

**Trash Attachments With Messages:** If this setting is turned on, an attachment will be deleted once the message is deleted. This is a dangerous setting to turn on, and is best left off.

**Delete Automatic Attachments:** This is a dangerous setting to turn on, and is best left set to never.

## Replying, Personalities, Fonts & Display, Spell Checking, Mailbox Columns, Labels, Getting Attention, Extra Warnings, Dialup, Advanced Network, MAPI, Kerberos and Miscellaneous.

These settings are for local settings which have no bearing on the overall operation of the application. These settings will not be covered in this document. The Advanced Network settings should not be tampered with unless you are addressing a specific Winsock issue. Also, the settings Dialup and Kerberos should be ignored since the CNE does not sponsor their use.

## Styled Text

Eudora Pro 3.0 allows for messages to contain styled and formatted text. This enriched text will cause an interoperability problem when transmitted to users who cannot view MIME enriched text. Currently, the best thing to do with styled text is not use it at all. By correctly configuring the options in this section, Eudora will automatically discard any of these enriched text commands thus insuring a higher level of interoperability.

**Discard Style Information:** This option should be turned on.

When done with configuration changes, click the **OK** box in the lower right corner of the **Options...** window. Although there are many other settings remaining in the Eudora configuration section, these are the ones that must be set for Eudora to work properly at GSFC. Most of the other settings are self-explanatory and allow you to customize the program to suit your personal preferences (i.e., how often Eudora checks the server for mail, preferred display font, etc.). If you are curious about how some of these other settings work, refer the *Eudora User Manual*.

## **Spell Checking And Eudora Pro**

Eudora is equipped with an interactive spell checker. To check your spelling in an e-mail message, pull down the **Edit** menu and highlight the option **Check Spelling**. The speller will automatically launch and alert you to words not found in its dictionary and suggest alternatives.

## **Getting Help In Eudora Pro**

Eudora is equipped with interactive on-line help. To access these help dialogues, go the **Help** menu. To access other on-line help files, highlight any of the topics found under the **Help** menu.

## **Sharing a PC with Other Users**

As Eudora downloads all of the mail to a local workstation, there is a risk that someone may inadvertently see the messages of other users who share that computer. To limit this risk, you will need to have different settings files for each user. If you are sharing a PC with other users, you will need to perform the following steps to make sure that you do not find yourselves sharing mailboxes on the local machine:

- 1) Make a duplicate of the "Eudora Folder" for each user using the **Copy** command (under the **File** menu of the File Manager). This folder contains the user's mailboxes, signature files, etc.
- 2) Configure a copy of the "eudora.ini" (found in the "Eudora Folder") for each user using the procedure detailed above. This is the file which contains the individual's account information and personal configuration.
- 3) Rename these directories to something easier to remember (i.e., Todds, Karens, etc.).

Now, whenever one of you needs to check your mail, all you have to do is to launch the copy of "eudora.exe" from the directory in which you put your personalized settings.

## Having Multiple Address Book Files

If you need to have multiple Address Books in Eudora, you can create these extra files simply by following these simple steps:

1. Go to the **Tools** Menu and select **Address Book**. Then click on the button marked **New**.
2. Enter a name for the new file in the **New Nickname** dialog box, select the **Make It A File** option, and click **OK**.

When you display the nicknames in the "Nicknames" window, you will see all of the entries from all of the nicknames files you have created. When a nickname is selected, the list in which it exists will be displayed in the upper right corner of the window. If you create a new nickname, the new nickname dialog allows you to select the file you want the nickname placed into.